



National Aeronautics and  
Space Administration

**John C. Stennis Space Center**  
Stennis Space Center, MS 39529-6000

**SPD 1107.1 Rev. C**  
**February 2005**

## **COMPLIANCE IS MANDATORY**

### **John C. Stennis Space Center SSC Organization Mission and Responsibilities**

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## Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Change 1	5/5/1998	PA00/M. Webb X-3333	Page changes to update Section (5)
Change 2	9/4/1998	VA00/L. B. Mix X-2000	Page changes to update Section (10)
Change 3	11/24/1998	PA00/M. Webb X-3333 LA00/R. Arbuthnot X-2336	Page changes to update Table of Contents and Section (5) added History Office function and SSC Organization chart to reflect further breakdown of each organization.
Change 3 Correction	11/24/1998	LA00/R. Arbuthnot X-2336	Changes to correct cancellation date Section (10) and replace line of succession/cancellation date in Section (5).
Revision A	4/23/2002	AA00/M. Craig X-2123 RA92/J. Raymond X-3529 LA00/P. Lovingood X-2679	Revised to reflect reformatting in compliance with SPG 1400.1. Reflects changes in all organizations, including office name changes; addition of office mission for the Offices of the Director (AA00) and Education (FA00); consolidation of Earth System Science Office (SA00) and the Commercial Remote Sensing Program Office (XA00) into the Earth Science Applications Directorate (MA00).
Revision B	12/30/2002	LA00/P. Lovingood x-82679	Revised to reflect SSC reorganization effective, 11/7/02; Earth Science Applications Directorate reorganization effective 11/18/02; and Center Operations Directorate reorganization effective 11/27/02. Other general revisions incorporated throughout.

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B-1	8/07/03	LA00/P. Lovingood x-82679	General revision APPENDIX F: 1107.1(6) - LA00/Office of Human Resources and Development
B-2	10/08/03	LA00/P. Lovingood x82679	Revised line of Succession Appendix A 1107.1(1) – AA00/Office of the Director
B-3	12/15/03	LA00/P. Lovingood X82679	Changed reference to NPG 1000.3 to NPR 1000.3. Deleted reference to CIO and responsibilities from A.1.3 Special Relationships. Revised A.1.4, Line of Succession to include Director, Earth Sciences Applications Directorate. Revised I.9.1, Office Mission to include information technology (IT) governance and IT security management. Revised Attachment I-1, Organizational Chart to change title of RA40 from Information Management Division to Office of Chief Information Officer.
B-4	01/06/04	LA00/P. Lovingood X82679	Deleted reference to Labor Relations Officer from Office Mission C.3.1, and deleted item m. Labor Relations Officer responsibility from C.3.2. Added item k. Labor Relations Officer responsibility to B.2.2.

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C	02/28/2005	LA00/J. Frederick X 8-1590	Revised to reflect SSC reorganization, effective 10/31/2004. Revised line of succession, Appendix A, 1107.1(1), AA00. Moved Community Relations Officer to IA00 and Congressional Liaison to AA00. Other general revisions incorporated throughout.
C-1	8/11/2005	LA00/J. Frederick X 8-1590	Corrected Organization Chart to correct title of the Office of Equal Opportunity to the Office of Diversity and Equal Opportunity and corrected paragraph B.2.2.d to change name of IFMP to IEMP

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## 1. POLICY

- a. All NASA Centers are responsible for the development and implementation of flexible and balanced organizational structures consistent with NASA and Center strategic plans, mission and program goals and objectives, personnel capabilities, available resources, and changing priorities. The John C. Stennis Space Center's (SSC) organizational chart as approved by NASA Headquarters is illustrated in Attachment 1.
- b. This SSC Organization, Mission, and Responsibilities policy directive provides the mission statements and sets forth the approved organizational charts for SSC offices. Specific duties of NASA/SSC officials are described in their individual position descriptions rather than in this document.
- c. Organizational charts for each SSC office will be updated as changes dictate. The individual organizational structures are published as Appendices to this Stennis Policy Directive (SPD).

## 2. APPLICABILITY

This SPD is applicable to the NASA/SSC organizations, officials-in-charge, and personnel of the SSC. To the extent appropriate as described herein, this SPD is also applicable to NASA contractors.

## 3. AUTHORITY

42 U.S.C. 2451, et. seq., the National Aeronautics and Space Act of 1958, as amended.

## 4. REFERENCES

NPD 1000.3B, The NASA Organization.

## 5. RESPONSIBILITY

- a. The NASA/SSC Center Director or the designated Deputy is responsible for establishing, implementing, and managing the SSC organizational structure.
- b. Officials in charge of SSC offices are responsible for revision of their organization's mission statements and organizational structures consistent with the goals, objectives, and requirements established by NASA and the Center Director.
- c. The SSC Directives Management Officer is responsible for coordination and publication of Directives. Comments, suggestions, or proposed changes to this SPD should be addressed to the

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Office of Human Capital for coordination with and publication through SSC Directives Management Officer.

## 6. MEASUREMENTS

Not applicable to this SPD.

## 7. CANCELLATION

SPD 1107.1, Revision B.

*Signature on File*

T. Q. Donaldson V, RDML USN (Ret)  
Director

ATTACHMENT 1 – SSC Organizational Chart

## DISTRIBUTION:

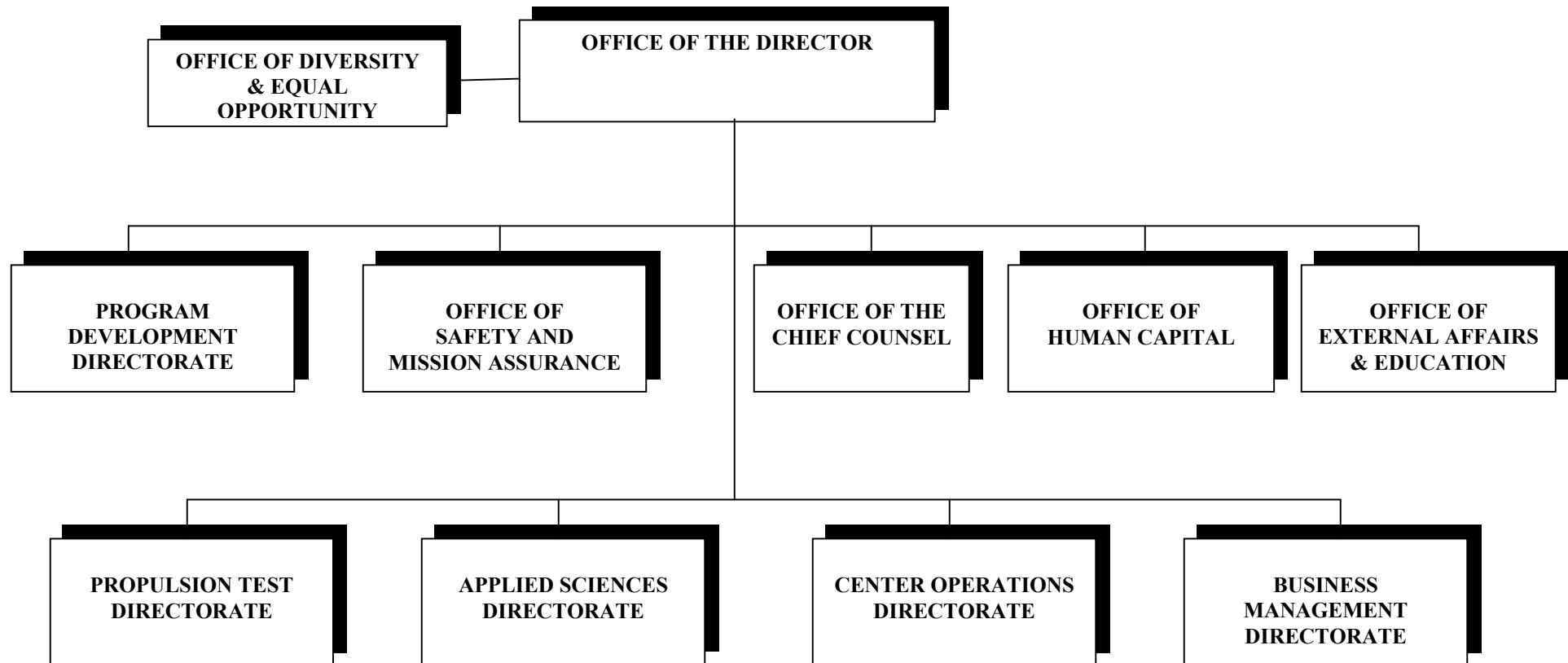
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## ATTACHMENT 1 – JOHN C. STENNIS SPACE CENTER ORGANIZATIONAL CHART

### JOHN C. STENNIS SPACE CENTER (SSC)



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## **APPENDIX A: 1107.1(1) - AA00/Office of the Director**

### **A.1.1 OFFICE MISSION**

The Office of the Director provides overall leadership, planning, policy direction, management, and coordination for all NASA Stennis Space Center (SSC) activities. SSC implements NASA's mission directorates – Space Operations, Space Science and Exploration Systems. In NASA's Space Operations Mission Directorate, SSC has program management responsibility for Rocket Propulsion Testing. Within NASA's Space Science Mission Directorate, SSC has program management responsibility for Earth Science Applications and is designated as the Systems Engineering Center for the Applied Sciences Directorate. Within the Exploration System Mission Directorate, SSC is responsible for aligning Rocket Propulsion Test competencies and Technology competencies with the Vision for Exploration. SSC also serves as Federal manager and host agency of a major Government multiagency Center.

### **A.1.2 RESPONSIBILITIES**

The Center Director is responsible for:

- a. Managing, operating, developing, and maintaining NASA Rocket Propulsion Test capabilities, including people, facilities, and associated processes and procedures;
- b. Providing test operations services to NASA, Department of Defense, commercial, and other customers for the development of propulsion systems, engines, subsystems, and components;
- c. Accomplishing the development, flight certification, and acceptance testing of the Space Shuttle Main Engines;
- d. Managing NASA's effort to optimize benefits from NASA's Earth Science investments through systems engineering to advance decision support tools that serve the Nation;
- e. Managing SSC as an integrated multiagency Federal laboratory for the programmatic benefit of NASA and the other Federal and State agencies in residence; and
- f. Independent Technical Authority (ITA) activities supporting resident programs and projects as identified by Agency ITA policy.

### **A.1.3 SPECIAL RELATIONSHIPS**

- a. SSC has program management responsibility for managing all of the Agency's rocket propulsion test assets.

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- b. SSC has program management responsibility for systems engineering for Earth Science applications in support of other Federal agencies for the enhancement of their decision support systems.
- c. Center implementation of Agency and Mission Directorate policy and programmatic direction regarding investments, facilities and personnel competencies, especially in the context of dispute resolution, are coordinated through NASA's Space Operations Directorate, because the workload of the center is dominated by business lines emanating from this directorate. SSC is a support Center to other Centers in their lead program roles.
- d. The Equal Opportunity Officer (EO) plans, directs, and administers all Federal Equal Opportunity Programs related to SSC employees, including policies and regulations, community outreach, and diversity management. The EO provides equal opportunity advisory and consulting services to managers and employees. The EO also administers a responsive system for handling discrimination complaints, complaint counseling, and counselor training to ensure continuing effective equal employment opportunity for all employees and applicants for employment.
- e. The SSC Congressional Liaison coordinates congressional and state governmental activities with the Director, the Director's staff, and other components of SSC, and with the NASA Office of Legislative Affairs at HQ.

#### **A.1.4 LINE OF SUCCESSION**

In the following order: Deputy Director, Stennis Space Center; Associate Director, Stennis Space Center; Director, Propulsion Test Directorate; Director, Center Operations Directorate.

#### **A.1.5 CANCELLATION**

SPD 1107.1(1), Appendix A, Revision B, dated December 15, 2003.

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## **APPENDIX B: 1107.1(2) - BA00/Business Management Directorate**

### **B.2.1 OFFICE MISSION**

The Business Management Directorate (BMD) is the Center focal point for providing business, financial, and acquisition management support to Center programs, institutions, and resident agencies. The Directorate provides the overarching framework for integrated program and budget planning, acquisition management, and performance reporting assuring the SSC Director that Center missions are accomplished according to established Agency policies and procedures.

### **B.2.2 RESPONSIBILITIES**

The BMD Director is responsible for:

- a. Developing, maintaining, and administering a comprehensive budget, resources management, and financial management system that assures budget execution complies with budget intent;
- b. Assisting in the formulation and analysis of SSC budgeting requirements for NASA direct-funded programs and reimbursable programs including SSC resident agencies;
- c. Conducting special projects for SSC management and NASA Headquarters management focused on budgeting, finance, accounting, acquisition and performance management methodologies and alternatives;
- d. Participating in design, development, and implementation of all systems applicable to the BMD in the NASA Integrated Enterprise Management Program (IEMP);
- e. Planning, executing, and administering a complete range of acquisition services and instruments to provide research, design, development, equipment and services to SSC lines of business and institutions as well as SSC resident agencies;
- f. Establishing Center implementation policies, guidelines, standards, and procedures for proposal analysis and evaluation documents that conform to Agency policies and procedures;
- g. Supporting source evaluation boards, procurement development teams, performance evaluation boards, and other committees to accomplish Agency and SSC objectives;
- h. Devising and administering support programs for small, disadvantaged, and woman-owned business concerns and socioeconomic initiatives including HubZones, Veterans, and Targeted North American Industry Classification System groups;
- i. Conducting independent audits and program reviews to verify Center budget management and business processes and providing focal point for IG audit liaison activities;

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j. Assisting Center program and institutional managers during Integrated Budget and Performance Reporting to assure alignment of long-term investments with Center policy; and

k. Overseeing the Industrial Labor Relations Officer who is the official point of contact for matters relating to labor relations and coordinating such matters with the Director, the Director's staff, and other components of SSC.

### **B.2.3 LINE OF SUCCESSION**

Deputy Director

### **B.2.4 CANCELLATION**

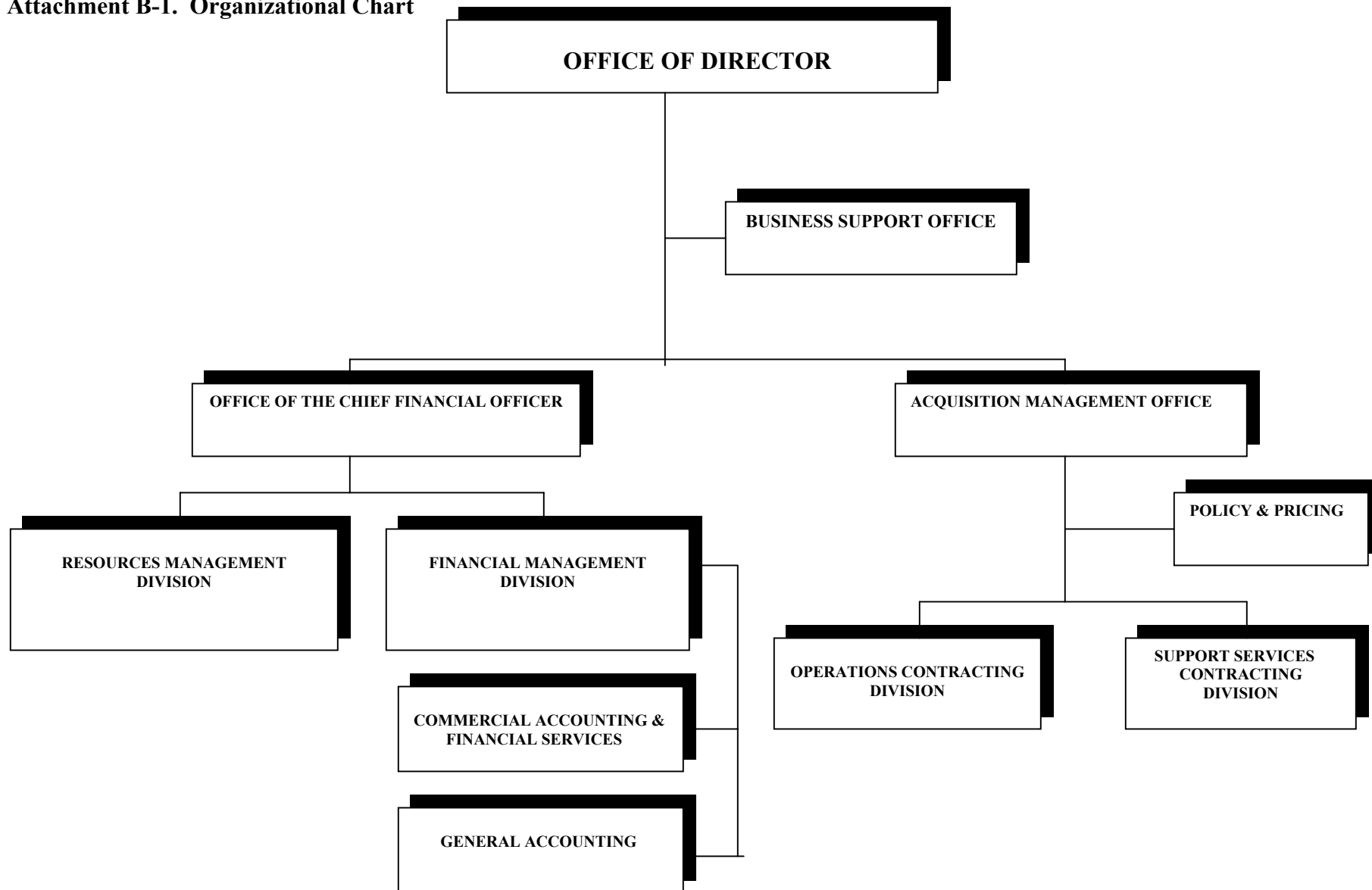
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B-1. Organizational Chart

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## Attachment B-1. Organizational Chart



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## **APPENDIX C: 1107.1(3) - CA00/Office of the Chief Counsel**

### **C.3.1 OFFICE MISSION**

The Office of the Chief Counsel (OCC) provides legal counsel and assistance to all organizational elements of NASA/Stennis Space Center (SSC). The OCC is also responsible for the function of SSC Freedom of Information Act (FOIA) Officer.

### **C.3.2 RESPONSIBILITIES**

The Chief Counsel is directly responsible for:

- a. Providing legal counsel to the SSC Director and to all SSC organizational elements to ensure that actions are in accordance with NASA policies;
- b. Establishing such working relationships with the NASA General Counsel and other NASA Chief Counsel's to ensure uniformity in the application of legal principles and adherence to NASA policy;
- c. Serving as Ethics Official, managing SSC's ethics program, and providing ethics counseling;
- d. Serving as the principal SSC point of contact for matters, other than audit, involving the NASA Office of Inspector General (OIG);
- e. Serving as SSC Privacy Act Officer and Export Counsel;
- f. Administering NASA's intellectual property law program with the assistance and guidance of NASA patent counsels;
- g. Representing NASA's interests before appropriate courts, the Board of Contract Appeals, and other administrative forums, either directly in support of assigned U.S. attorneys or Department of Justice attorneys;
- h. Adjudicating claims presented to NASA for bodily injury, death, or damage to or loss of real or personal property;
- i. Interpreting applicable statutes, regulations, and other authorities; establishing legal policy for SSC;
- j. Performing any other functions assigned or inherent to the OCC; and

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k. Overseeing the FOIA Officer who carries out the SSC program for the release of Agency records.

### **C.3.3 LINE OF SUCCESSION**

Each of the three attorney advisers is authorized to take necessary action on all matters.

### **C.3.4 CANCELLATION**

SPD 1107.1(3), Appendix C, Revision B, dated February 27, 2003.



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## **APPENDIX D: 1107.1(4) - HA00/Program Development Directorate**

### **D.4.1 OFFICE MISSION**

The Program Development Directorate shall provide Agency-level program leadership for NASA's Rocket Propulsion Testing and assist in the development and implementation of Applied Earth Science programs and initiatives. It is also responsible for the management of Center-level, cross-cutting functions and capabilities, including research, development, assessment, certification, acquisition, transfer, and commercialization of technologies; and program control and system management for all program, projects, and tasks undertaken by the Center.

### **D.4.2 RESPONSIBILITIES**

The Director, Program Development Directorate is responsible for:

- a. Managing all programmatic and multi-site efforts of the Agency's Rocket Propulsion Test assets, activities, and resources. Responsibility includes development of testing and facility investments, consolidating strategies, identifying and maintaining critical skills and assets, and making propulsion test assignments when tests are performed within the Agency. The Manager also provides the Chair and Co-chair for the Rocket Propulsion Test Management Board and the National Rocket Propulsion Test Alliance respectively;
- b. Researching and developing activities leading to new technologies, as well as assessment, certification, and acquisition of technologies from the commercial, academic, and Government sectors, to improve safety, efficiency, and effectiveness in the fulfillment of NASA's mission while improving productivity and increasing national competitiveness; and the transfer and commercialization of technologies to benefit the private sector, academia, and other Government entities;
- c. Developing, managing, and implementing a program control function to ensure effective management of technical performance, schedule, cost, and risks for programs undertaken by Center lines of business; and
- d. Providing systems management and consultation services and capabilities, including policies, processes, standards, techniques, training, tools, and independent evaluations of Center programs, projects, and tasks.
- e. Providing the management and staffing to identify, solicit and develop new business opportunities for the Center, through the New Business Development Office.

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### **D.4.3 LINE OF SUCCESSION**

Deputy Director.

### **D.4.4 CANCELLATION**

SPD 1107.1(4), Appendix D, Revision B, dated February 27, 2003.

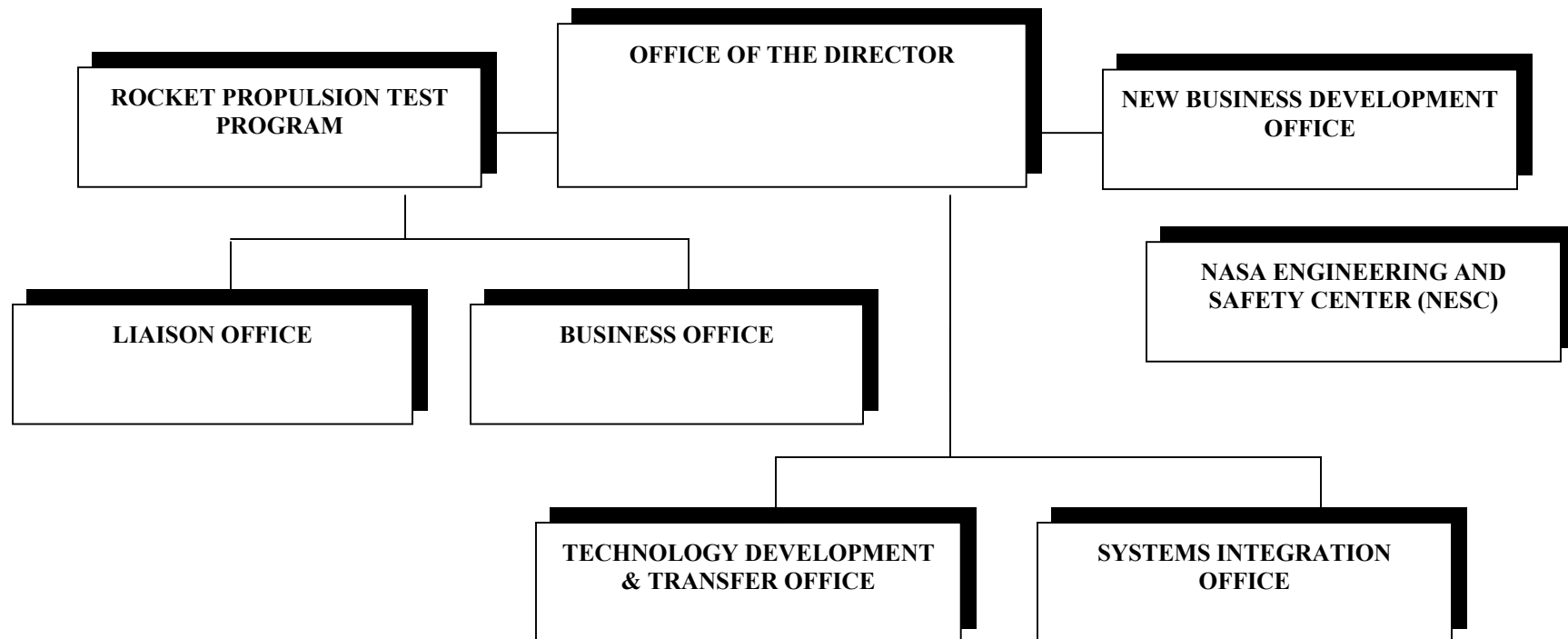
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D-1. Organizational Chart

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## Attachment D-1. Organizational Chart

# PROGRAM DEVELOPMENT DIRECTORATE



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## **APPENDIX E: 1107.1(5) - IA00/Office of External Affairs & Education**

### **E.5.1 OFFICE MISSION**

The Office of External Affairs & Education serves as the front door for the Stennis Space Center (SSC) in creating a positive image for NASA and the Center in building productive partnerships with external organizations and communicating, internally and externally, consistent with NASA strategic planning and the highest public standards. This Office provides assistance, service, and advice to the SSC Director and other SSC elements in public affairs matters, including news, public information, protocol, and history office documentation. The Office is committed to promoting NASA's mission of inspiring the next generation of explorers through excellence in education, support of the teaching profession, and increased awareness of the impact science, mathematics, technology and geography have on the quality of life.

### **E.5.2 RESPONSIBILITIES**

The Office of External Affairs & Education Manager is delegated the authority to take all actions necessary to achieve the office's objectives in accordance with laws, regulations, NASA and SSC policies, and within limits set by the SSC Director, as well as the following goals:

- a. Use the NASA mission, facilities, human resources, and programs to provide exposure, experiences and instructional materials to teachers and faculty to support the enhancement of knowledge and skills, and to provide access to NASA information in science, mathematics, technology, engineering, and geography;
- b. Use NASA's unique assets to support local, state, regional, and national science, mathematics, technology, engineering, and geography education change through collaboration with internal and external stakeholders;
- c. Research and develop products and services that facilitate the application of technology to enhance the educational process for formal and informal education and lifelong learning;
- d. Involve the education community, particularly higher education, in NASA programs that contribute to the development of new knowledge in support of the NASA mission, and to utilize the talent and resources of the higher education community;
- e. Establish contacts and maintain effective working relationships with representatives of all types of mass communications media at the local, state, national, and international levels representing the SSC Director and the Agency on public release matters as well as respond to queries, arrange interviews with SSC personnel, coordinate visits to the Center, and provide escort for the media;

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f. Plan, direct, and monitor community relations programs to reflect favorably on SSC and the Agency including ensuring good working relationships with local and state governing bodies and community and civic organizations. Responsibility includes Launch Guest Operations, Speakers Bureau, Community Leaders Briefings, etc.;

g. Maintain a public visitor program to better inform general public of activities of the Agency and Center. This includes efficient operations of the SSC Visitors Center, establishing guidelines and approval of tour scripts and routes, exhibits, print materials, and videos, as well as the coordination of exhibits at area community events; and

h. Maintain the SSC History Office for the collection and preservation of historical records, photos, videos, audiotapes, etc. Responsibility includes establishing contacts and maintaining working relationships with other NASA History Offices, academic entities, and applicable industry representatives and also response to research requests and generation of historical material.

i. Responsibility as the Community Relations Officer coordinating Center activities related to establishing and maintaining good relations with local and regional communities. These functions include: (1) providing the primary communication channel between NASA and the host of Resident Agencies at Stennis; and (2) serving as the primary interface for the Partners for Stennis as well as NASA's lead for the offsite expansion of the public visitor program.

### **E.5.3 LINE OF SUCCESSION**

Rotated between the Public Affairs Officer and the Education Officer.

### **E.5.4 CANCELLATION**

SPD 1107.1(5), Appendix E, Revision B, dated February 27, 2003.

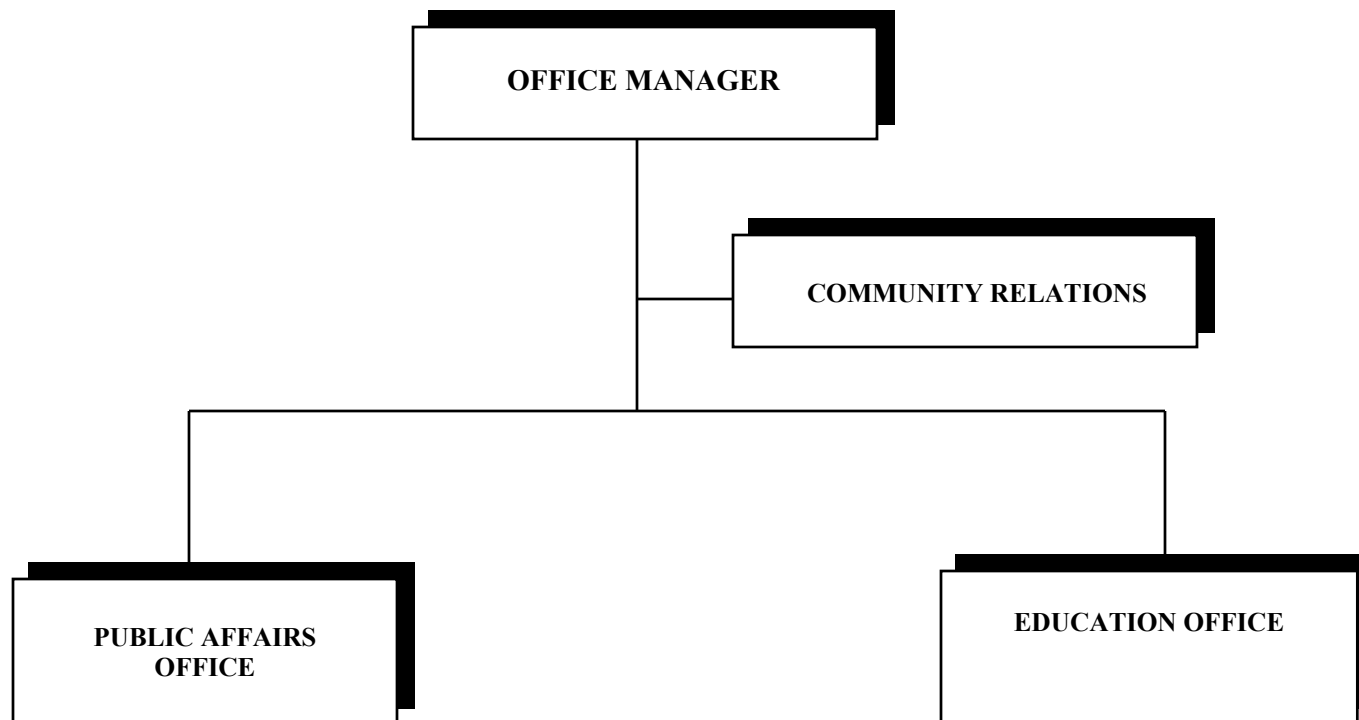
## **ATTACHMENTS**

E-1. Organizational Chart

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## Attachment E-1. Organizational Chart

# OFFICE OF EXTERNAL AFFAIRS & EDUCATION



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Responsible Office: LA00/Office of Human Capital			
SUBJECT: SSC Organization Mission and Responsibilities – LA00/Office of Human Capital - Appendix F			

## **APPENDIX F: 1107.1(6) - LA00/Office of Human Capital**

### **F.6.1 OFFICE MISSION**

The Office of Human Capital (OHC) is the focal point in managing the SSC workforce on a day-to-day basis. The OHC provides timely workforce planning and analysis; periodically assesses internal and external factors that may affect SSC's ability to obtain and retain a highly skilled, productive workforce; participates early in planning and implementation with respect to resource requirements; develops human capital programs, practices, and tools that support the Center's ability to achieve mission success; assesses and reports Center progress in human capital management; and identifies impediments to and opportunities for improvement in the management of human capital to meet the changing demands of the Center and the Agency.

### **F.6.2 RESPONSIBILITIES**

The Manager, OHC, is delegated the authority to take all actions necessary to achieve the office's objectives in accordance with laws, regulations, NASA and SSC policies, and within limits set by the SSC Director, as well as the following responsibilities.

- a. Ensure that Center human capital strategies are aligned with the Agency Strategic Management Human Capital architecture.
- b. Manage the Research and Program Management budget process for all NASA civil service workyears, associated salaries, benefits, and allocation of civil service workyears.
- c. Plan, develop, and implement a complete workforce program that includes recruitment and staffing, position management and classification, employee relations, executive resources, employee benefits and compensation, and administer an awards and recognition program.
- d. Provide a wide range of educational, training, and developmental services and programs to improve performance, acquire new skills, promote leadership transition, and maintain organizational effectiveness.
- e. Provide management officials and employees with strategic, responsive, and authoritative advice and assistance in all areas of functional responsibility.
- f. Prepare and justify a detailed budget and resource requirement for the OHC.

### **F.6.3 LINE OF SUCCESSION**

Each Team Lead is authorized to take necessary action on all matters in their area of responsibility.

Stennis Policy Directive	SPD 1107.1(6)	C
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#### F.6.4 CANCELLATION

SPD 1107.1(6), Appendix F, Revision B, dated August 7, 2003.



Stennis Policy Directive	SPD 1107.1(7)	C
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<b>SUBJECT: SSC Organization Mission and Responsibilities – MA00/Applied Sciences Directorate - Appendix G</b>		

## **APPENDIX G: 1107.1(7) - MA00/Applied Sciences Directorate**

### **G.7.1 OFFICE MISSION**

The Applied Sciences Directorate's mission is to optimize benefits from NASA's Applied Sciences investments through systems engineering to advance decision support tools that serve the Nation. The Applied Sciences Directorate supports NASA's approach to expand and accelerate the economic and societal benefits from Earth-Sun science, information, and technology.

### **G.7.2 RESPONSIBILITIES**

The Director is responsible for:

- a. Implementing a remote sensing research applications and verification program with NASA Headquarters that responds to national remote sensing policies. Responsibility includes provision of program continuity and a consistent interface between NASA and the public, as well as nonprofit and private-sector users for NASA's Applied Sciences applications;
- b. Establishing collaborative research and development projects with NASA Centers, universities, Government laboratories, and private companies to advance the state of the practice in remote sensing technology that serves the decision support needs of Federal agencies, and State and local entities. Responsibility also includes: (1) developing and maintaining program interfaces with remote sensing centers of excellence to stay abreast of new technology developments, and (2) benchmarking and evaluating experimental approaches, procedures, and technology to ensure that products developed address user-defined requirements;
- c. Developing and conducting systems engineering activities in critical areas identified with NASA Headquarters for advancing state of the practice in data producers, information system vendors, and value-added information services, including visualization and decision-support services. This includes coordinating and conducting systems engineering and feasibility studies dealing with data systems, data fusion/analysis, and sensor systems with other Field Centers and/or Government laboratories; and
- d. Providing guidelines and requirements of the Applied Sciences Directorate for formulation of Programs Operating Plans, budgets, and schedules to meet the project/program goals. Responsibility includes allocating and ensuring adherence to budgets, schedules, and requirements for technical performance.

### **G.7.3 LINE OF SUCCESSION**

In the following order: Deputy Director and Division Lead rotating.

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## G.7.4 CANCELLATION

SPD 1107.1(7), Appendix G, Revision B, dated February 27, 2003.

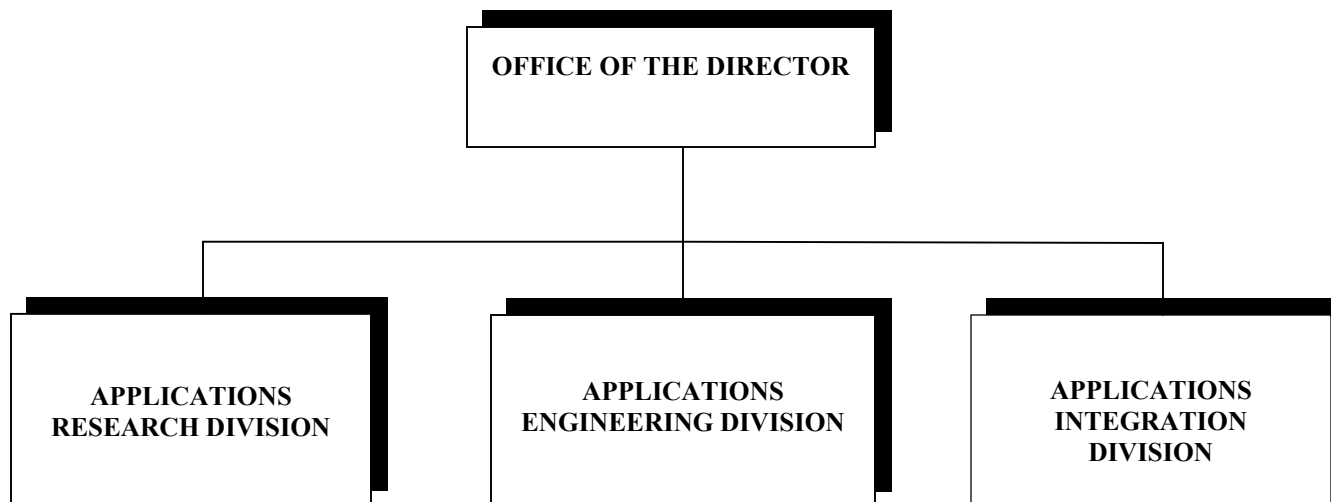
## ATTACHMENTS

G-1. Organizational Chart

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### Attachment G-1. Organizational Chart

## APPLIED SCIENCES DIRECTORATE



Stennis Policy Directive	SPD 1107.1(8)	C
	<i>Number</i>	<i>Rev</i>
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	Expiration Date: February 17, 2010	
Responsible Office: QA00/Office of Safety and Mission Assurance		
<b>SUBJECT: SSC Organization Mission and Responsibilities – QA00/Office of Safety and Mission Assurance - Appendix H</b>		

## **APPENDIX H: 1107.1(8) - QA00/Office of Safety and Mission Assurance**

### **H.8.1 OFFICE MISSION**

The Office of Safety and Mission Assurance provides safety, reliability and quality assurance expertise, guidance, and services for all NASA Stennis Space Center (SSC) programs, facilities, and supporting infrastructure. The office actively participates and contributes to the Agency-level Safety and Mission Assurance (S&MA) effort. This office is the “conscience” of the Center in regards to safety and product/process quality.

### **H.8.2 RESPONSIBILITIES**

The Manager, Office of Safety and Mission Assurance, provides leadership, policy direction, functional management, and coordination for:

- a. Ensuring protection of the public, astronauts, SSC workforce, and high-value NASA property and equipment;
- b. Enhancing the safety and quality of SSC programs and missions by ensuring that S&MA disciplines are appropriately applied;
- c. Performing oversight and independent assessment of propulsion test projects/operations and Center operations facility construction/modification activities to ensure that they are developed with suitable attention to risk, and operations are conducted safely;
- d. Ensuring effective utilization of SSC S&MA resources;
- e. Advising SSC management on significant S&MA issues and overseeing prompt investigation of SSC mishaps;
- f. Leading and managing SSC’s Institutional Safety Program and related support to resident agencies at SSC; and
- g. Supporting NASA Headquarters Office of Safety and Mission Assurance in evaluation of Space Shuttle program and International Space Station flight and mission readiness reviews.

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### **H.8.3 LINE OF SUCCESSION**

In the following order: Deputy Manager; Team Lead rotations.

### **H.8.4 CANCELLATION**

SPD 1107.1(8), Appendix H, Revision B, dated February 27, 2003.

Stennis Policy Directive	SPD 1107.1(9)	C
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## **APPENDIX I: 1107.1(9) - RA00/Center Operations Directorate**

### **I.9.1 OFFICE MISSION**

The Center Operations Directorate provides a comprehensive and integrated program that is a customer-focused delivery system of institutional services for the Center in the accomplishment of its assigned missions. These activities encompass a wide range of products and services that are diverse and interrelated. Broad categories of functional responsibilities include the design, operation, and maintenance of the total facility; energy management, environmental management, and occupational health; occupational medicine; food services; acquisition, operation, and maintenance of both institutional and program support equipment; information technology (IT) governance and IT security management, an information systems network of computer and communications resources; audio, video, and photographic services; the full range of logistics support services; graphic design, publication, and reproduction services; technical information, documentation, directives, forms, and records management; and protective services for personnel, property, security, and counterintelligence.

### **I.9.2 RESPONSIBILITIES**

The Director is responsible for:

- a. Developing, implementing, and managing a facilities program encompassing the planning, budgeting, engineering, design, construction, maintenance, operations, and management of facilities in support of the Center, including offsite locations. Responsibility includes providing for utilities and energy management, facility space management, Facility Manager Program, Pressure Systems Management and equipment calibration services;
- b. Developing, implementing, and managing a Stennis Space Center (SSC) Environmental Program, which ensures environmental compliance for programs, projects, and institutional efforts at all Center levels, and serves as an environmental technical complement to assigned Center mission activities; also responsible for International Organization for Standardization (ISO) 9001 internal audit process and compliance.
- c. Providing management, development, operation, maintenance, and integration of information technology and audio/visual services including computer and communications resources for onsite Center locations; and coordinating the development and implementation of Center requirements for NASA with Agencywide providers of networking, communications, hardware, and software services;
- d. Developing, implementing, and administering a diverse Institutional Support program encompassing all aspects of logistics management to include transportation services, supply and equipment management systems, and property accountability systems for acquisition, storage, issue, and disposal; and other activities which include export control, publication and distribution

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of technical publications, records and documentation management, medical and occupational health, and food services;

e. Providing management and direction for SSC security policy and programs including personnel security, industrial security, physical security, information security, classification management, security education, and counterintelligence;

f. Developing draft Space Act, Use Permit, and Host-Tenant Agreement packages based on tenant needs and SSC regulations. Responsibility includes providing new tenant information on how to obtain goods and services and managing daily tenant issues/problems; and

g. Reviewing Stennis Work Requests for proper selection of contractor, appropriateness of work, completeness of information, sufficient funding, and statement of work applicability.

### **I.9.3 LINE OF SUCCESSION**

In the following order: Deputy Director; Division Chief rotations.

### **I.9.4 CANCELLATION**

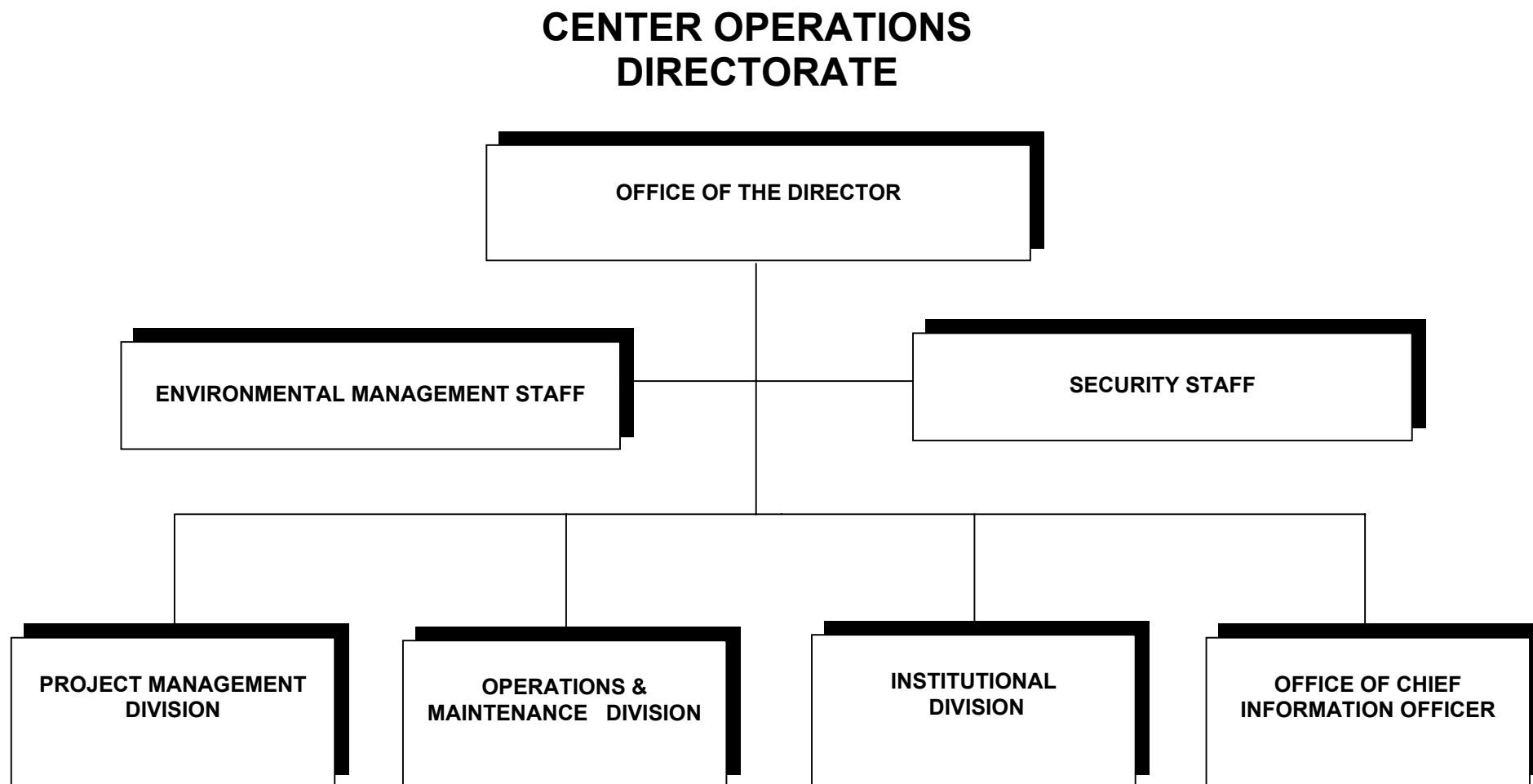
SPD 1107.1(9), Appendix I, Revision B, dated December 15, 2003.

### **ATTACHMENT**

I-1 Organizational Chart

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### Attachment I-1. Organizational Chart





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SUBJECT: SSC Organization Mission and Responsibilities –VA00/Propulsion Test Directorate – Appendix J		

## **APPENDIX J: Section 1107.1(10) - VA00/Propulsion Test Directorate**

### **J.10.1 OFFICE MISSION**

The Propulsion Test Directorate (PTD) is responsible for executing the NASA's Rocket Propulsion Testing mission at SSC.

### **J.10.2 RESPONSIBILITIES**

The Director is responsible for:

- a. Managing all Propulsion Test activities at Stennis Space Center (SSC), including flight certification of Space Shuttle Main Engine (SSME), and technology validation of new propulsion systems;
- b. Conducting advanced planning and providing Project Management functions to ensure that NASA and SSC efforts and projects are effectively managed at cost, on schedule, and delivering the performance required by customers.
- c. Managing SSC core skills and capabilities for rocket propulsion testing.
- d. Managing all operations of the A, B, and E Test Complexes including associated infrastructure to include:
  - A, B, and E-Complex test facilities and subsystems operational approach, facility requirements, construction, data systems, and system activation;
  - Systems engineering services to integrate project test requirements with test operations, including but not limited to, generating test requests that define the test required to meet project requirements, and coordinating and submitting of facility changes to the appropriate SSC boards;
  - Maintenance for all test stands and support facilities, including but not limited to, providing inputs to program and project requirements documentation that defines the test support required to meet project requirements, and coordinating and submitting of facility changes to the appropriate SSC boards; and
  - Management of propellant and pressurant logistics to ensure on-time deliveries that meet SSC test needs.
- e. Performing design, analysis, and modeling of propulsion test facilities and systems, special test equipment, ground support equipment, and technical systems to include:
  - Providing design-engineering support to integrate construction, installation, and activation of test critical systems; and
  - Conducting relevant advanced technology activities to maximize the exposure of NASA-developed technologies.

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### **J.10.3 LINE OF SUCCESSION**

In the following order: Deputy Director; Chief, Project Management Office; and Chief, Operations Division.

### **J.10.4 CANCELLATION**

SPD 1107.1 (10), Appendix J, Revision B, dated February 27, 2003.

ATTACHMENT

J-1 Organizational Chart.

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SUBJECT: SSC Organization Mission and Responsibilities – VA00/Propulsion Test Directorate – Appendix J		

## Attachment J-1. Organizational Chart

